



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: RFP NO. INDONESIA 07-005

ISSUANCE DATE: February 16, 2007
CLOSING DATE: March 9, 2007
3:00 PM Jakarta time

**SUBJECT: Solicitation for Personal Service Contractor (PSC) for
SENIOR MATERNAL AND CHILD HEALTH ADVISOR in Indonesia**

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (**Standard Form 171 or Optional Form 612**) from qualified U.S. Citizens, U.S. Resident Aliens and Third Country Nationals to provide services as a Senior Maternal and Child Health Advisor under a Personal Services Contract, as described in the attached solicitation. This is a **Resident Hire** position and as such no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc).

Submittals shall be in accordance with the attached information at the place and time specified.

Send one set of U.S. Government SF 171 or OF 612 including resumes, CV and other document as stated in Section VIII. How To Apply. Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

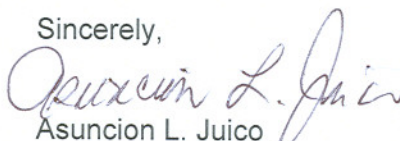
Office of Procurement
US Agency for International Development
American Embassy Jakarta
Jalan Medan Merdeka Selatan 3-5
Jakarta 10110, Indonesia
RFP No. Indonesia 07-005
Closing Date: March 9, 2007

Fax: (021) 3483-0222

E-mail: ajuico@usaid.gov or sibrahim@usaid.gov

Applicants should retain for their records copies of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to Ms. Asuncion L. Juico who may be reached at the above fax number and e-mail address.

Sincerely,


Asuncion L. Juico
Contracting Officer

Solicitation for Personal Service Contract (PSC) Senior Maternal and Child Health Advisor

1. **SOLICITATION NO.:** Indonesia 07-005
2. **ISSUANCE DATE:** February 16, 2007
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** March 9, 2007 3:00 p.m. Jakarta time
4. **POSITION TITLE:** Senior Maternal and Child Health Advisor. This is a **Resident Hire Personal Services Contract (PSC)** position
5. **MARKET VALUE:** GS-14 (\$79,115-\$102,848). The salary will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. The standard compensation package also includes contribution to life and health insurance and FICA (for U.S. Citizens).
6. **PERIOD OF PERFORMANCE:** Two years with option to extend. Extensions will depend on the need for continuation of such services, availability of funds and satisfactory performance
7. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia
8. **SUPERVISORY CONTROL:** Minimal. Contractor is expected to act independently with little direction
9. **POSITION TITLE OF DIRECT SUPERVISOR:** The Senior Maternal and Child Health Advisor will work under the general supervision and policy guidance of the Director, Office of Health/Basic Human Services Team.
10. **SECURITY ACCESS:** Secret level clearance required
11. **PHYSICAL DEMANDS:** The selected candidate must be able to obtain medical clearance.

I. **BACKGROUND**

INTRODUCTION

USAID's Program

With the advent of foreign assistance reform, USAID works more closely than ever with other USG Agencies to develop and implement a coherent, coordinated foreign assistance strategy for Indonesia. USAID programs focus on governing justly and democratically by strengthening governance, investing in people by increasing access to quality education and providing basic human services, including health care, clean water, and environmental protection; economic growth by improving the investment climate; and humanitarian assistance responding to emergency

rehabilitation and reconstruction needs in Aceh Province and Yogyakarta. USAID's Basic Human Services (BHS) program focuses on the interdependence of human health and the environment. Three substantive areas of activity are closely coordinated within the BHS portfolio - health services, water/environment, and food nutrition. Promoting human and environmental health and the connections between them is the unifying theme across the portfolio. USAID's health activities will focus on some of the leading causes of morbidity and mortality in Indonesia - problems that devastate families and communities, and continue to undermine Indonesia's economic development and welfare. USAID's water supply and watershed management activities will focus on improving the management of watersheds and municipal water and sanitation utilities in order to increase access to safe water supply and sanitation services. An understanding of the important role of biodiversity and forests in providing many of the ecosystem and watershed services upon which local populations depend for clean drinking water is growing in Indonesia. Preservation and management of biodiversity in Indonesia will be addressed in a special objective (SpO) under this Strategic Objective (SO). By linking biodiversity conservation activities to watershed management and essential human services, it will provide additional impetus to provincial and district governments to conserve areas of high biodiversity within key watersheds. USAID's food aid programs will enhance the benefits of safer water and improved health service delivery by strengthening the nutritional status of the most vulnerable, while also providing complementary development and service delivery support activities through food for work programs.

A number of BHS projects are co-located locally and nationally, share technical resources, design joint activities (particularly focused on behavior change at the household level), and track common child survival indicators, while at the same time leading activities in their respective health, nutrition and/or environment disciplines. All components of the program include gender as a cross-cutting theme. With Child Survival, DA (including Biodiversity) and Title II resources, the multi-sector portfolio began to demonstrate that linking programs technically, and coordinating them at the local level, can achieve greater measurable results.

Summary of Health Issues

USAID/Indonesia received approximately \$30million annual from the Child Survival and Health account, making Indonesia one of the Agency's largest health programs. Additionally, since 2005 the mission is supporting the Agency's largest Avian Influenza program (\$24million to date). This dynamic program covers public health objectives ranging from reducing maternal and infant mortality, improving child health and nutritional status, controlling diseases such as HIV/AIDS, TB and malaria, and stemming the spread of H5N1 particularly in poultry. The BHS portfolio consists of a range of programs, all with some degree of program or geographic integration. A focus on water/sanitation and health and hygiene is key, as are long-running goals of Maternal and Child Health (MCH) initiatives. USAID reaches approximately 70% of the population with the program targeted in high population areas with the greatest need. The mission's HIV/AIDS program operates also has an office and operations in Papua where the epidemic is thought to be generalized.

BHS works in seven provinces to significantly improve health, nutrition and environmental services at the local level. USAID implementing partners focus on improving basic human services for poor, vulnerable populations, especially women and children. The integrated strategy is achieved through advocacy, improved delivery of basic human services at the local level and behavior change. Strategic partnerships strengthen the capacity of local governments

and NGOs to provide vulnerable populations with services that improve the quality of life. Public-private partnerships further enhance the scale and impact of these efforts.

Within the BHS/Health portfolio, the following key implementing partners are active as of the current date:

- Health Services Program – flagship integrated MNCH program, implemented by JSI
- ASA – flagship AIDS prevention, implemented by Family Health International
- AIDS Policy program, implemented by HPI
- TB CAP – TB control, KNCV
- Polio Surveillance – conducted by WHO/Indonesia
- Integrated MCH/Malaria program – addressing malaria in pregnancy in eastern Indonesia, implemented by UNICEF
- MACRO/DHS – supporting TA to the GOI on the 2007 Indonesia Demographic and Health Survey

Additionally, Food for Peace partners (CARE, SAVE, CRS, World Vision, Mercy Corps) also support on-going health activities in urban poor areas around Indonesia. BHS/Health provides technical and programmatic support to these key partners.

The BHS program improves local government services including health and hygiene of vulnerable women and children; provide better nutrition; increase access to safe water; improve family planning and reproductive health services; decrease infectious diseases including TB and malaria; reduce HIV/AIDS among at-risk populations, increase polio eradication efforts, improve avian influenza surveillance and encourage the use of higher quality basic human services. All the program components include gender as a cross-cutting theme.

USAID's comprehensive program for avian influenza (AI) supports the Government of Indonesia's National Strategy for Avian Influenza Control and Preparedness for Human Pandemic Influenza 2006-2008. Our program includes integrated public and private sector AI surveillance and response for both animals and humans and behavior change communications in every district of Java, Bali, North Sumatra Province and Lampung Province. As of November 2006, USAID is providing \$14.65 million from the American People to support Indonesia's AI control efforts.

II. STATEMENT OF WORK

The Senior Maternal and Child Health (MCH) Advisor will backstop the Basic Human Services/Health Office Director, will serve as Acting Director in the Office Director's absence and will provide overall leadership for the MCH, nutrition, and newborn portfolio by serving as MCH Team Leader, Cognizant Technical Officer (CTO) for the Health Services Program, and technical advisor on any/all other MCH related health program activities. Due to the broad-based nature of maternal, newborn and child health issues in Indonesia, the contractor will be required to apply an extremely diverse knowledge base in order to make key programmatic decisions in the area of maternal mortality reduction, child survival, essential newborn care, immunization, nutrition, service delivery (in both urban and rural settings), and policy reform. The contractor shall design and manage projects and represent USAID with donors,

government, and other key stakeholders. It will be crucial to have knowledge of Indonesia's decentralized systems, including health and family planning, Millennium Development Goals (MDGs), Demographic Health Survey (DHS), water and sanitation (including health and hygiene), behavior change and community development approaches, Millennium Challenge Corporation (MCC) support to routine immunization, and support as needed program successes across the entire Basic Human Services portfolio.

The contractor shall facilitate coordination with other bilateral and multilateral donors and financial institutions, multinational research organizations, national and international non-governmental organizations, private sector, and government agencies. The contractor shall exercise a high level of sound independent judgment and decision-making. S/he will frequently provide accurate and timely briefings and reports under very short deadlines for USAID Washington and US Mission senior management in Indonesia, as well as plan and execute substantive and logistical aspects of high level visits.

Major Duties and Responsibilities

1. Program/Project Management and Administration.

- Oversees the implementation of MCH activities. The contractor serves as Cognizant Technical Officer (CTO) for one or more implementation mechanisms, including the health flagship Health Services Program (HSP). With pertinent knowledge of development program management, procurement, and financial systems, provides management oversight, technical direction, and advice with the development and implementation of program activities supported or conducted by USAID implementing partners.
- Ensures that activities achieve their intended results. The contractor shall provide technical and organizational leadership on the design, implementation, monitoring and evaluation of assigned activities, taking all appropriate management steps to ensure programs remain on track or is able to quickly adapt to (or take advantage of) changing situations.
- Conducts assessments and site visits to monitor program progress, contractor and NGO performance in the implementation of activities at the local, district and provincial government level.
- Provides technical advice to institutional contractors and grantees, and will interface as needed with the Government of Indonesia's Ministry of Health, Ministry for People's Welfare, Ministry of Women's Empowerment, BKKBN, BAPPENAS, Aceh Bureau for Reconstruction and Rehabilitation (BRR) and others for revisions or adjustments to interventions in order to increase program effectiveness.
- Prepares all necessary internal USAID program implementation documentation for smooth program implementation, including Modified Acquisition and Assistance Documents (MAARDS).
- Manages financial matters related to program activities such as providing administrative approval of vouchers, planning and preparing for annual incremental funding amendments and other financial administrative activities as needed to ensure that fiscal needs of the recipient GOI and U.S. and local partners are met in a timely manner.
- Prepares and submits the annual evaluation of contractors' performance to Washington for inclusion in their central database on contractors.

2. Program Coordination, Technical and Policy Advice and Decision making

- Ensures effective coordination of MCH and other health activities with other USAID-funded activities, especially those in the BHS portfolio and those working in the same geographic areas. Serves as the Health Office liaison for the MCC Unit (Immunization Program). Represents the Health Office to USAID stakeholders and external development partners in a wide variety of events sponsored by USAID development partners, including conferences, workshops, donor subgroup meetings and other relevant forums on environment. Acts as a liaison between USAID and activities funded by other international donors in this area. These responsibilities require the contractor to demonstrate a high level of professional judgment and decision-making.
- Builds partnerships with appropriate stakeholders in order to leverage additional resources, seek innovative solutions to development problems and to expand/deepen program impact.
- Works cooperatively and collaboratively with the US Government Representative for post-tsunami reconstruction, based in Aceh, local Indonesian governmental, non-governmental organizations, private sector entities and communities.
- Plans and executes all substantive and logistical aspects of VIP visitors, audits, TDYs.

3. Program Analysis and Reporting

- Ensures that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and external development partners, including the Operational Plan (OP), Annual Report, Portfolio Reviews, 4102 reports, annual budget and pipeline analyses, Congressional Budget Justifications. Compiles and tracks all relevant information required for Government Accounting Office (GAO) and Regional Inspector General (RIG) audits. Reviews annual workplans, negotiates program and activity agreements with counterparts in the Indonesian government and civil society.
- Ensures indicators to measure program impact are tracked accurately and used to revise strategy as necessary.
- Prepares written reports, powerpoint presentations, briefs and talking points as required by the Office Director.
- Prepares regular “success stories” highlighting program impacts that are tailored to a wide variety of audiences.

4. Supervisory Responsibilities

- Supervises up to two Foreign Service National Program Specialists.
- Leads the MCH sub-Team under the Health Office/BHS (MNCH, service delivery, decentralization, or behavior change) as determined by the Office Director. This will include guiding and directing the work of multiple staff as well as having formal decision-making authority for team objectives.

III. OTHER RELATIONSHIPS

In carrying out specific assignments, the Senior Maternal and Child Health Advisor will be expected to maintain and interact technically and professionally in a highly collaborative manner with USG officials, USAID's partners, and with other key actors including Government of Indonesia officials, donors, NGO leaders, international researchers and academics, and

journalists. The contractor also will work collaboratively with USAID Washington, representatives of the State Department, MCC Unit, DOD, and any other US government agencies and international donors working on environment issues in Aceh.

The contractor will work under the general supervision and policy guidance of the US Direct Hire Health Office Director, USAID/Indonesia. The Office Director will review and approve the contractor's work plan and performance measures. Formal supervision will be generally confined to weekly meetings, however, the nature of the position will require daily informal communication with the Office Director.

IV. SUPERVISION/OVERSIGHT OVER OTHERS

The contractor will supervise two senior professional Foreign Service National PSCs. The contractor will work closely as a team member within the Health Office and with the Water and Environment Offices within the Basic Human Services Team.

V. REQUIRED QUALIFICATIONS

1. Education and Technical Knowledge
 - a. Hold a masters level degree in the international public health field, e.g., maternal and child health, behavior change communications, epidemiology, nursing, mid-wife or a related discipline combining science and social science skills.
 - b. Demonstrated knowledge of development program administration - procurement, management, monitoring and reporting.
 - c. Demonstrated diverse knowledge base in the areas of maternal and child health, newborn health, behavior change, international public health, service delivery, primary health care, health and hygiene, and environmental health.
2. Work Experience
 - a. Minimum of 10 years of progressively responsible professional experience managing, designing, and implementing health programs and projects
 - b. Demonstrated experience producing high profile deliverables under tight deadlines.
 - c. Demonstrated experience building partnerships with appropriate stakeholders in order to leverage additional resources and to expand/deepen program impact.
 - d. Demonstrated experience managing activities with comparable complexity and diversity; and demonstrated effectiveness at engaging all relevant stakeholders, i.e., donors, foundations, relief organizations, communities, private sector, government agencies, and technical specialists.
 - e. Demonstrated versatility in applying expertise to a diverse set of issues related to maternal and child health, newborn health, behavior change, international public health, service delivery, primary health care, health and hygiene, and environmental health.
 - f. Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment.
 - g. Relevant experience in Indonesia or the region.
 - h. Demonstrated experience leading teams, exercising independent judgment and broad decision-making authority.

3. Teamwork/Interpersonal Skills
 - a. Excellent interpersonal skills are critical to this position. The contractor must be able to interact effectively with a broad range of internal and external partners as well as work effectively in a multidisciplinary and multicultural team environment.
4. Language and Communication Skills
 - a. Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing.
 - b. Demonstrated ability to prepare briefing documents, presentations, program reports, and correspondence in a professional and competent manner requiring little or no editorial changes (in English).
 - c. Possess sufficient fluency in Bahasa Indonesia to communicate effectively on technical issues related to natural resource management, or demonstrate a proficiency to master a foreign language and quickly achieve a high level of fluency.
 - d. Demonstrated superior analytical, writing and oral presentation skills, and a successful record of grant or proposal writing, and preparation of contractual scopes of work, technical reports, policy briefs, and general outreach or educational materials.

Candidates must submit a writing sample relevant to this position description.

The candidates must also have effective computer skills particularly in MS Office suites. The selected candidate must be willing to travel extensively in Indonesia.

This position is open to U. S. Citizens, U.S. Resident Aliens and Third Country Nationals (TCNs).

The selected candidate must be able to obtain both security and medical clearances. The security clearance involves a comprehensive investigation performed by the appropriate U.S. Government agency. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted. USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.

VI. EVALUATION CRITERIA

1. **Education and technical knowledge (10 points)** – A masters level degree in the international public health field, (e.g, maternal and child health, behavior change communications, epidemiology, nursing, mid-wife or a related discipline combining science and social science skills) is required. Demonstrated knowledge of development program administration - procurement, management, monitoring and reporting. Demonstrated diverse knowledge base in the areas of maternal and child health, newborn health, behavior change, international public health, service delivery, primary health care, health and hygiene, and environmental health.
2. **Work experience (30 points)** – Minimum of 10 years of professional experience managing, designing, and implementing international health programs is required. Demonstrated experience leading teams, exercising independent judgment and broad decision-making authority. Demonstrated experience producing high profile deliverables under tight deadlines. Demonstrated experience building partnerships with appropriate stakeholders in order leverage additional resources and to expand/deepen program impact. Demonstrated

experience managing activities with comparable complexity and diversity; and demonstrated effectiveness at engaging all relevant stakeholders, i.e., donors, foundations, relief organizations, communities, private sector, government agencies, and technical specialists. Demonstrated versatility in applying expertise to a diverse set of issues related to maternal and child health, newborn health, behavior change, international public health, service delivery, primary health care, health and hygiene, and environmental health. Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment. Relevant experience in Indonesia or the region is desired.

3. **Teamwork and interpersonal skill (30 points)** - Excellent communications and interpersonal skills are required. The contractor must be able to interact effectively with a broad range of internal and external partners as well as work effectively in a multidisciplinary and multicultural team environment.
4. **Written and oral communications skills (30 points)** – Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. Demonstrated ability to prepare briefing documents, presentations, reports, and correspondence in a professional and competent manner requiring little or no editorial changes (in English). Demonstrated superior analytical, writing and oral presentation skills, and a successful record of grant or proposal writing, and preparation of contractual scopes of work, technical reports, policy briefs, and general outreach or educational materials. Possess sufficient fluency in Bahasa Indonesia to communicate effectively on technical issues related to natural resource management, or demonstrate a proficiency to master a foreign language and quickly achieve a high level of fluency is desired. Candidates must submit a writing sample relevant to this statement of work.

Total: 100 points

At USAID's discretion, reference checks and interviews may be conducted as part of the evaluation process.

VII. TERM OF THE POSITION

The term of the contract shall be for an estimated 24 months, with option to extend. Extensions will depend on the need for continuation of services, availability of funds and satisfactory performance.

VIII. HOW TO APPLY

Qualified individuals are requested to submit:

- a) U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);

- b) Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- c) Education: high school name, city and State (Zip code if known) date of diploma or GED, colleges and universities; name city and state (Zip code if known, majors, type and year of any degrees received.
- d) Work Experience: give the following information for your paid and non paid work experience related to the job for which your are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
- e) Other Qualifications: job-related training courses (title & year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).
- f) **A relevant writing sample of not more than five pages;**
- g) Names, contact numbers, and addresses of three professional references;
- h) A written statement certifying the date and length of time for which the candidate is available for the position.

Please ensure coverage of the above in writing if not explicit in the resume, and attach to the cover letter and resume.

Applications must be received by the closing date and time at the address specified in the cover letter as follows:

Office of Procurement
US Agency for International Development
American Embassy Jakarta
Jalan Medan Merdeka Selatan 3-5
Jakarta 10110, Indonesia
RFP No. Indonesia 07-005
Closing Date: March 9, 2007

MARKING INSTRUCTIONS

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

Clearly mark envelope containing application as follows:

SOLICITATION NO. INDONESIA 07-005
CLOSING DATE: MARCH 9, 2007

IX. CLOSING DATE

Applications must be in the Office of Procurement, USAID/Indonesia, no later than **March 9, 2007 at 3:00 p.m. Jakarta time.**

Attachment 2

As a matter of policy, and as appropriate, a Resident Hire PSC is normally authorized the following benefits:

1. BENEFITS

- a. Employee's FICA Contribution (for U.S. Citizens)
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

LIST OF REQUIRED FORMS FOR PSCs

1. Standard Form 171 or OF-612
- **2. Physical Examination (Form DS-1843 and DS-1622)
- **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **4. Questionnaire for Non-Sensitive Positions (SF-85)
- **5. Finger Print Card (FD-258)

NOTE:

- * Standardized Regulations (Government Civilians Foreign Areas)
- ** The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.